

Open an Adversary Proceeding

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Open an AP Case**.
- STEP 3.** The **Open an AP Case** screen displays.
- ☐ **Case type** is **ap** and is hard-coded.
 - ☐ **Date Filed** is current date and is hard-coded.
 - ☐ **Complaint** is **y**. Do not change it.
 - ☐ Click **Next**.
- STEP 4.** The case association screen displays.
- ☐ Enter **Lead case number** in YY-NNNNN format. This would be the Bankruptcy Case Number.
 - ☐ **Association type** is **Adversary** and must not be changed.
 - ☐ Click **Next**.
- STEP 5.** The Case is assigned to **XXXXXX** Division, Judge **XXXXXX** based on the lead Bankruptcy case YY-NNNNN screen displays.
- ☐ Click **Next**.
- STEP 6.** The **Search for a plaintiff** screen displays.
- ☐ Add all plaintiffs to the complaint or stipulated judgment, one at a time. You may search by Social Security Number, Tax ID Number, Last Name and First Name, Last Name only, or by a Business Name. Refer to the Style Guide for the style conventions for adding parties and addresses.
 - ☐ The following fields must never be used: **Office, Country** (unless plaintiff resides or is located in a foreign country), **Phone, Fax, E-mail, and Party text**.
 - ☐ Be sure to add the attorney, any aliases and any Corporate parent for each plaintiff before clicking the **Submit** button.
 - ☐ If applicable, enter any alias names by selecting **Alias...**

- ☐ If applicable, enter any corporate parent by clicking **Corporate parent...**
- ☐ Click on the drop-down list **Role in Bankruptcy Case** and select the appropriate Plaintiff role type (e.g., Creditor). When all the information for the first plaintiff is entered, click the **Submit** button.
- ☐ If the first name and any address fields are blank, you will receive WARNING pop-ups that say “Warning: The First name is blank.” and “Warning: The Address 1 is blank.”. Be sure if your Plaintiff party is a business, that only the **Last name** field is populated and do not add an address for that party. Click OK for both of these WARNING pop-ups.
- ☐ When all plaintiffs have been added, click **End plaintiff selection**.

STEP 7. The **Search for a defendant** screen displays.

- ☐ Add all defendants to the complaint or stipulated judgment, one at a time. You may search by Social Security Number, Tax ID Number, Last Name and First Name, Last Name only, or by a Business Name. Refer to the Style Guide for the style conventions for adding parties and addresses. **An address for defendant parties is required.**
- ☐ The following fields must never be used: **Office, Country** (unless defendant resides or is located in a foreign country), **Phone, Fax, E-mail, and Party text**.
- ☐ Be sure to add any applicable aliases and/or corporate parent entities.
- ☐ Click on the drop-down list **Role in Bankruptcy Case** and select the appropriate Defendant role type (e.g., Debtor).
- ☐ Click **Submit**.
- ☐ When all defendants have been added, click **End defendant selection**.

STEP 8. Statistical Information screen displays.

- ☐ **Party code:** select the appropriate party code from the drop-down list.
- ☐ **Primary nature of suit:** select the appropriate nature of suit from the drop-down list.
- ☐ **Second through Fifth natures of suit:** select one nature of suit per drop-down list. If there are no additional natures of suits leave the defaults to NONE.
- ☐ **Rule 23 (class action):** if action is not class action suit, select **n**; if class action suit, select **y**.

- ☐ **Jury demand:** if a jury demand is requested, select the appropriate party(ies) from the drop-down list; if a jury demand is not requested, select **None**.
- ☐ **Demand (\$000):** enter the dollar amount, rounded to the nearest thousand, i.e., \$500.00 would be entered as 1; \$40,000 would be entered as 40.
- ☐ **State Law:** select either “yes” or “no”.
- ☐ Click **Next**.

STEP 9. The **Open Adversary Case** screen displays.

- ☐ Click **Next** three times.

STEP 10. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 11. The **Electronic Payment** window may display if prior fee based events were entered and not paid for.

- ☐ If you receive the Electronic Payment window, click **Continue Filing** to file the **Complaint** document.

STEP 12. The **Notice of Electronic Filing** screen displays indicating this event automatically spread between the new adversary proceeding and the main bankruptcy case. Write the adversary proceeding number on the complaint or stipulated judgment.

STEP 13. **Immediately** follow the **Open an AP Case** event by filing the **Complaint** document. You will find the procedure on the **Procedures/Guides/Manuals** page, **Users’ On-Line Manual**, under **Case Opening - Complaint**.